

Welcome to the US Army Corps of Engineers

Pittsburgh District



DEPUTY FOR SMALL BUSINESS

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LOCATION AND MISSION

The main office of the U.S. Army Corps of Engineers, Pittsburgh District, is located in the W.S. Moorhead Federal Building in downtown Pittsburgh. The office oversees operations, maintenance and construction at various lock and dam sites located on the Monongahela, Ohio and Allegheny Rivers as well as other project sites that include lakes. In addition, the district includes planning, engineering and real estate functions. Like all other Corps civil works districts, its boundaries are defined by the watershed basins for which it is responsible. Pittsburgh's 26,000 square miles includes Western PA, Eastern Ohio, southwestern New York, Northern West Virginia and Western Maryland. The district is part of the Great Lakes and Ohio River Division, headquartered in Cincinnati, Ohio.

The Pittsburgh District maintains and operates 23 locks and dams and 16 reservoir projects and oversees 42 local flood protection projects in western Pennsylvania, eastern Ohio, southwestern New York, northern West Virginia and western Maryland. With over 100 years of experience, Pittsburgh District has developed a number of areas of expertise in the fields of inland navigation and flood control as well as environmental protection and restoration, construction management, recreation, watershed management, water supply, water quality, acid mine drainage remediation and natural disaster response.

ACRONYMS

CBD- Commerce Business Daily: Federal Government publication, available by subscription on the Internet or mail and at public libraries wherein federal agencies publish all requirements estimated to be over \$25,000, unless the requirement is met by some other means up to \$100,000 or is exempt (i.e. emergency situations, sole source 8(a)). The Pittsburgh District utilizes Electronic Data Interchange to fulfill notification requirements for acquisitions estimated between \$25,000 and \$100,000. Requirements of \$100,000 or more are published in the CBD, unless they are exempt or in the 8(a) program.

CCR- Central Contractor Registration: All firms, to be considered for awards to solicitations issued by the Department of Defense after May 31, 1998, must be registered in CCR. Can be accomplished over the Internet, by mail or by fax. In order to register, firms must have an assigned **DUNS** (Data Universal Numbering System) number from Dun and Bradstreet.

EDI- Electronic Data Interchange: Computer based acquisition system for purchases of supplies and services having an estimated value of \$2,500 - \$100,000. Vendors must subscribe to an authorized **VAN** (Value Added Network) to receive Requests for Quotes and to be able to quote and receive award consideration.

EFT- Electronic Funds Transfer: Method of payment wherein payment for goods and services are made directly to the vendor's financial institution rather than by check.

FAR- Federal Acquisition Regulations: The acquisition regulations used by all federal agencies. Contains provisions and clauses that are in the contracts. Most agencies have FAR regulation supplements that can add to the FAR but may not conflict with it. The Corps of Engineers has the Defense Federal Acquisition Regulations Supplement (**DFARS**), Army Federal Acquisition Regulations Supplement (**AFARS**) and the Engineer Federal Acquisition

Supplement (**EFARS**) in addition to the FAR. The FAR, along with the various supplements guides and directs contracting procedures.

USEFUL INTERNET ADDRESSES

U.S. Army Corps of Engineers, Pittsburgh District:

<http://www.lrp.usace.army.mil>

U.S. Army Corps of Engineers, Pittsburgh District, SADB

<http://www.lrp.usace.army.mil/bus/sadbu.htm>

U.S. Army Corps of Engineers, Contracting Division:

<http://www.lrp.usace.army.mil/bus/adver~/.htm>

U.S. Small Business Administration:

<http://www.sba.gov/>

Commerce Business Daily CBD-On-Internet:

<http://www.cbdweb.com/>

Central Contractor Registration (CCR):

<http://www.ccr2000.com>

<http://www.ccr.dlsc.dla.mil> (Registration Site)

Dun and Bradstreet Number (DUNS):

<http://www.dnb.com>

Federal Acquisition Regulations (FAR):

<http://www.arnet.gov/far>

Electronic Commerce Resource Center (ECRC), Johnstown, PA:

<http://www.ecrc.ctc.com/jecrc/index.html>

General Services Administration/FSS(Federal Supply Schedules)

<http://fss.gsa.gov/schedules>

Army Single Face to Industry(ASFI)

<http://acquisition.army.mil/>

TYPES OF ACQUISITIONS

Micropurchases - Purchases less than \$2,500. All must be done by the Government-wide credit card, with few exceptions.

Simplified Acquisition Procedures - Purchases estimated between \$2,500 and \$100,000. Most are now done under EDI.

Paper solicitations will soon be a thing of the past. The Department of Defense has set January 1, 2000 as the deadline for all acquisitions to be paperless. Awards are typically in the form of a firm-fixed price purchase order.

Contract Procedures - Most all actions greater than \$100,000. Either Request for Proposals (RFP's) or Invitations for Bids (IFB's). RFP's are solicitations for negotiated acquisitions where discussions may be necessary and selection is based on other factors, such as technical capability and past performance, in addition to price. Invitations for Bids are solicitations for sealed bid acquisitions where price is the primary basis for selection, provided the bidder is responsive and responsible. Awards are typically firm-fixed price stand-alone contracts or firm-fixed price indefinite delivery contracts for a base year and option periods. Indefinite delivery contracts are mainly used for service contracts (i.e maintenance, janitorial, mowing, etc.) and for Architect-Engineer contracts.

IMPORTANT NOTICE

**THE DEPARTMENT OF DEFENSE HAS MANDATED THAT
PAPERLESS CONTRACTING BE IN PLACE BY THE YEAR 2000
FOR ALL ACQUISITION TYPES (POSSIBLE EXTENSION**

BEYOND 1 JANUARY 2000).

COMMON REQUIREMENTS OF THE PITTSBURGH DISTRICT

The lists below are not all-inclusive but represent typical supplies and services purchased.

Supplies

- Bearings
- Buoys
- Metalworking Machinery
- Tools
- Rope, Cable, Chain, Hoists
- Hardware
- Fabricated and Machined Metal Products
- Chemicals
- Recreation Equipment

Services

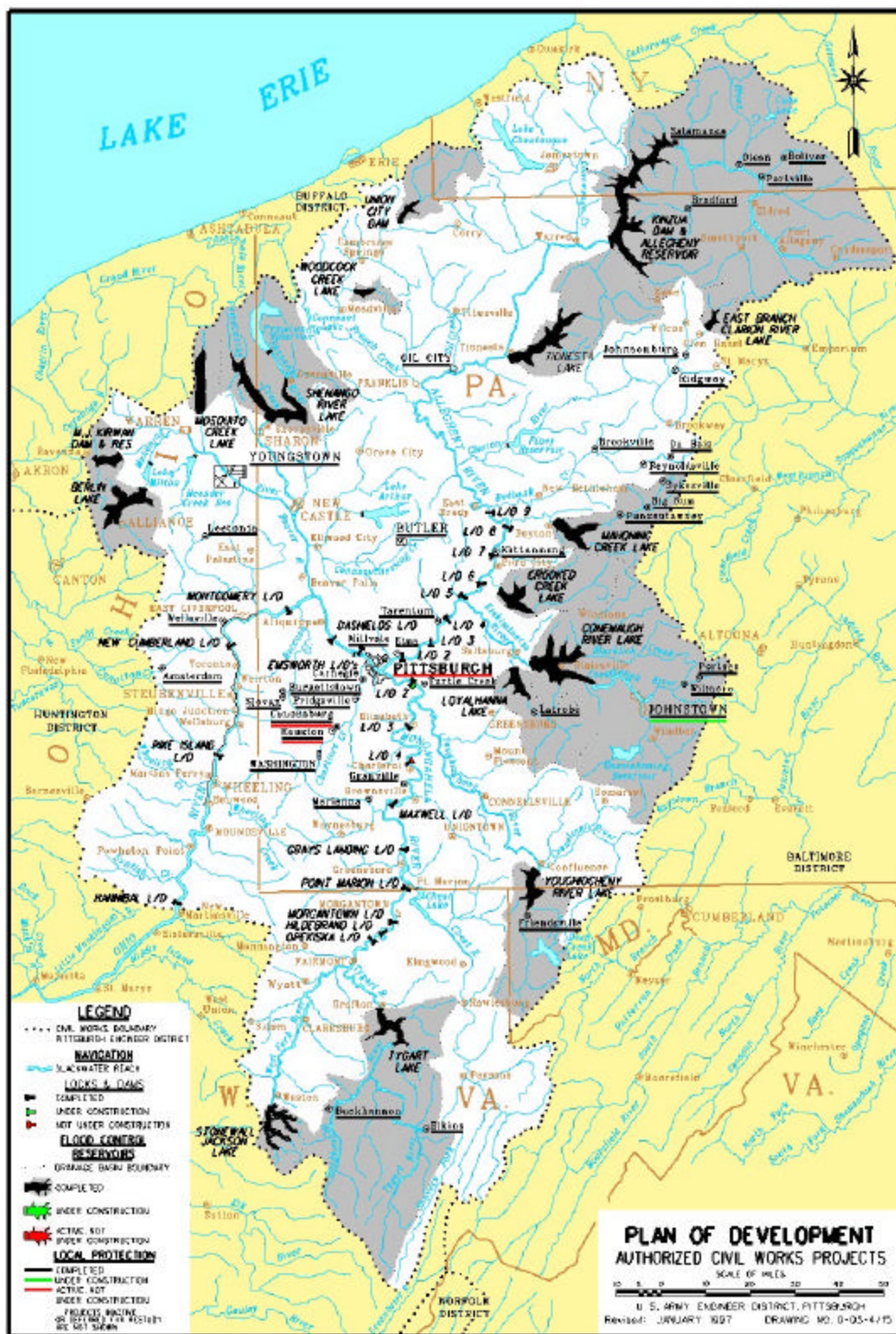
- Drilling
- Salvage and Demolition Services
- Studies (cultural resources, archaeological)
- Architect-Engineer Services (e.g. design, planning, Geotechnical, survey and mapping and cost estimating)
- Housekeeping/Janitorial
- Mowing/Landscaping/Snow Removal
- Painting (e.g. lock gates and tainter gates)

Construction

- Paving
- Concrete Work
- Streambank Erosion Protection
- Dredging
- Roofing
- Excavation, Rock Placement
- Hoists, Cranes and Winches (installed)
- Building Work, including HVAC
- Lock and Dam Repairs

Other

- Office and computer supplies and equipment
- Testing equipment



**U.S. ARMY CORPS OF ENGINEERS
PITTSBURGH DISTRICT
CONTRACTING DIVISION**

<u>OFFICE OF THE CHIEF</u>		<u>CT</u>
Colleen Lindauer		(412) 395-7474
		(412) 644-5109 FAX
<u>CHIEF, CONTRACT OPERATIONS BRANCH</u>		
Cynthia Papuga		(412) 395-7577
<u>PROCUREMENT ANALYST</u>	<u>DEPUTY FOR SMALL BUSINESS</u>	
Michael DeStefano	Janet S. Laukaitis	
(412) 395-7466	(412) 395-7476	
<u>PROGRAM ASSISTANT</u>	<u>CLERK</u>	
Margaret Pelc	Stephanie Kennedy	

CONTRACTING PERSONNEL (412) 395-EXT			
Barber, Darrin	7473		
DeStefano, Michael	7466		
Pelc, Margaret	7480		
Hutfles, Michele	7479	Tigner, Charlotte	7464
Kennedy, Stephanie	7465	Woodall, Hattie	7472
		Young, Darlene	7478
Mazzie, Ronald	7475		
Metz, Donna Y.	7468		

PRE AWARD TEAM	POST AWARD TEAM
All Procurements \$2,500 and over, up to and including award.	Contract Administration
FSS,	Micro Purchases (<\$2,500)
	Delivery order (issued against
	other agency contract)
	VISA Program
	Contracting Officers' Representative